**Organization Tips**

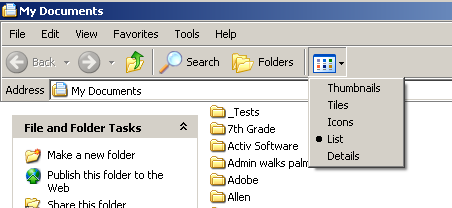
**Creating and Organizing Folders**

\*Keep files separate from programs to ensure that you do not accidentally delete a program or file.

\*Keep folder name short. Abbreviations and dates are helpful.

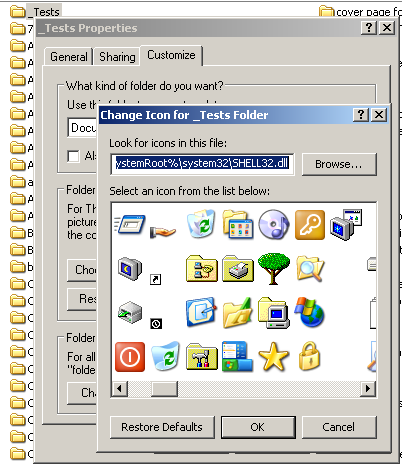
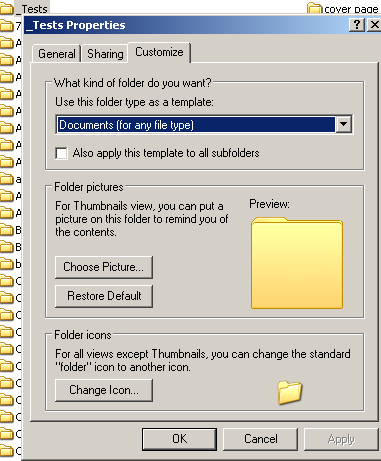
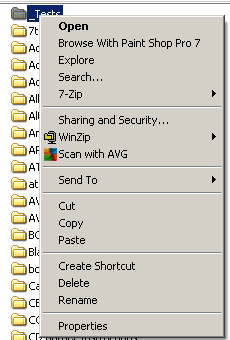
\*Separate ongoing and complete works by making two different folders.

\*Start a filename with an underscore to bring that file to the top of the list.

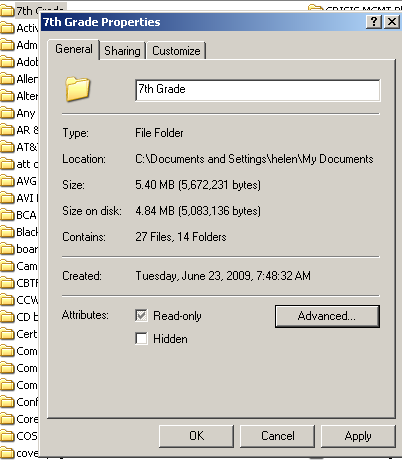


**Customize Folders for Easy Recognition.**

\*Properties……………………………………Customize…….. Change Icon…………Select icon and click OK



\*Use Properties to learn when the file was created, last modified and/or most recently accessed.

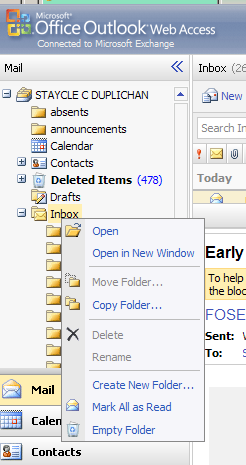


**Back up files**

\*CD, DVD, USB flashdrive and/or an external hard drive can be used to back up files.

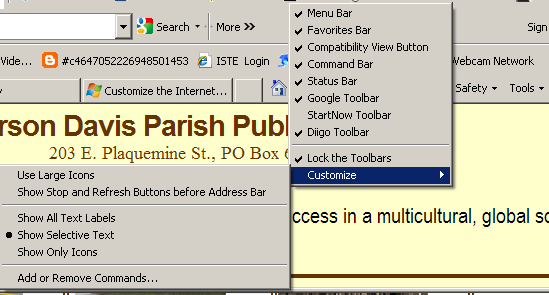
**Creating Folders in Outlook Web**

\*Right Click where you want to add a folder and then click Create New Folder



**Customizing Internet Explorer Toolbars**

\*Right click on any part of the toolbar. The following pop-ups will appear. Make any needed changes.

****